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HOME DEPARTMENT

NOTIFICATION

The 3rd March, 2023

No.9337—HOME-DAI-RULE-0001/2022/D&A— In exercise of the powers conferred by section 2 of the Police Act, 1861 (Act-5 of 1861) and in supersession of the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalion Service (Method of Recruitment and Conditions of Service of Drivers) Rules, 2014, except as in respects things done or omitted to be done before such supersession, the State Government do hereby make the following rules for regulating the method of recruitment and conditions of service of the persons appointed to the posts of Drivers in the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalions Service, namely:—

1. Short title and commencement.— (1) These rules may be called the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalion Service (Method of Recruitment and Conditions of Service of Drivers) Rules, 2022.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions: (1) In these rules, unless the context otherwise requires;

- (a) “**Appendix**” means the appendix annexed to these orders.
- (b) “**Appointing Authority**” means the Superintendent of Police, Police (Motor Transport) who is competent to give appointment in the service;
- (c) “**Board**” means the Selection Board and the Zonal Board as the case may be constituted under Rule-6;
- (d) “**Ex-servicemen**” means a person as defined in the Odisha Ex-Servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;
- (e) “**Government**” means the Government of Odisha;

- (f) "**Recruitment year**" means the calendar year during which advertisement for recruitment is actually issued;
- (g) "**Scheduled Castes and Scheduled Tribes**" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution(Scheduled Tribe) Order, 1950, as the case may be made under Articles- 341 and 342 of the Constitution of India, respectively;
- (h) "**S.E.B.C.**" means Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in Clause (a) Section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (i) "**Select List**" means the list of successful candidates, prepared by the Board arranged in order of merit, equal to the total number of vacancies notified for recruitment of Drivers;
- (j) "**Service**" means the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalions (Driver) Service; and
- (k) "**Sports person**" means a person, who would have been issued with identity card as Sportsmen by the Director, Sports as per the Resolution No. 24808- Gen., dated the 18th November 1985 of the General Administration Department, as amended from time to time;

(2) All other words and expression which have been used but not specifically defined in these rules shall have the same meaning as respectively assigned to them in the Police Act, 1861.

3. Constitution of Service.- The service shall consist of the posts of Motor Transport Sub-Inspector, Driver Havildar Major, Driver Havildar and Driver and such other posts as may be notified by the Government, from time to time.

PART-A

RECRUITMENT

4. Method of Recruitment.- (1) The post of Driver shall be filled up by direct recruitment from the open market:

Provided that the Government may, from time to time fill up such posts by redeployment of regular in-service Armed Police (Sepoys or Constables), surplus drivers of other Departments of the Government.

(2) The posts of Driver Havildar, Driver Havildar Majors and Motor Transport Sub Inspectors shall be filled up by way of promotion in accordance with the provisions of rule 22 of these rules

5. Eligibility: (1) Subject to other provisions of this rule, in order to be eligible for consideration for appointment to the post of Driver must,—

- (a) have passed High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board;
- (b) have valid Driving License of LMV or HMV or Trans issued by the competent authority (excluding learning period) before the date of publication of advertisement for the recruitment;
- (c) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to Middle English standard recognized or conducted by the School & Mass Education Department;
- (d) have registered his name, in one of the District Employment Exchanges of the State before the date of publication of the advertisement for recruitment:

Provided that he shall have no registration in more than one Employment Exchange;

- (e) be not less than 18 years of age and be not more than 23 (twenty-three) years of age on the 1st day of January of the year in which the advertisement for recruitment is issued:

Provided that the upper age limit in respect of candidates belonging to any reserved category, referred to in rule 7 shall be relaxed in accordance with the provisions of the Acts, rules, orders or instructions in force, for the respective reserved categories;

- (f) not have more than one spouse living;
- (g) be of good character;
- (h) be of sound health and free from organic defects and physical deformity; and
- (i) have clear eye-sight so as to distinguish colour.

(2) In order to be eligible for Driver, a Group "D" employee must,—

- (a) have completed five years of continuous service in Group "D" post;
- (b) have good service record;
- (c) have passed High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board.
- (d) have valid Driving License of LMV or HMV or Trans issued by the competent authority (excluding learning period) before the date of publication of advertisement for the recruitment;
- (e) not be more than 43 years of age on the 1st day of January of the year in which the advertisement for recruitment is published; and

(f) be of sound health and free from organic defects and must have clear eye-sight so as to distinguish colour.

(3) In order to be eligible for Driver, a Home Guard must,—

- (a) have passed the High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board;
- (b) have valid Driving License of LMV or HMV or Trans issued by the competent authority (excluding learning period) before the date of publication of advertisement for the recruitment;
- (c) have completed 3 (three) years of service from the date of enrolment without any interruption on the date on which the advertisement for recruitment to the post of Driver is published;
- (d) have undergone the basic course of training for Home Guard ; and
- (e) not be more than 28 years of age on the 1st day of January of the year in which the advertisement for recruitment is published.

(4) (a) The candidates must have the minimum physical standards of height, weight and chest as mentioned below:—

Category	Height	Weight	Chest*	
			Unexpanded	Expanded
UR/SEBC	168 Cm	55 Kg	79 Cm	84 Cm
SC/ST	163 Cm	50 Kg	76 Cm	81 Cm

*There shall be minimum 5 cms difference between unexpanded and expanded chest.

(b) Relaxation in the physical standards for Group- 'D' employees for selection to the rank of Driver shall be allowed as mentioned below, namely:—

- (i) Height shall be relaxed up to 03 (three) centimeter;
- (ii) Weight shall be relaxed up to 05 (five) kilograms; and
- (iii) Expansion of Chest shall be relaxed up to 02 (two) centimeter;

(c) Such relaxation will be availed by the Group- 'D' employees in respect of the physical standards prescribed for their respective categories; (i.e. UR, S.E.B.C., S.C. & S.T.).

(5) (a) Persons with disabilities are not eligible for consideration; and

- (b) Women candidates are not eligible for consideration;

(6) Eligibility of the candidates may be verified at any stage of the recruitment process.

6. Constitution of Board.-

(A) Selection Board,-

There shall be a Selection Board to be constituted by the Government consisting of the following officials, for recruitment of Drivers in Police Motor Transport, namely:-

- (a) One Senior Police Officer in the rank of Additional Director General of Police or Inspector General of Police nominated by DGP will be the Chairman of the Board;
- (b) Superintendent of Police, Police Motor Transport will act as Member- Convenor;
- (c) One Deputy Commandant, Odisha State Armed Police Battalion nominated by Director General of Police will act as Member;
- (d) One Technical expert above the rank of the Motor Vehicle Inspector nominated by the Commissioner-cum-Secretary to Government, Commerce & Transport Department will act as Member;
- (e) The Chairman of the Board may requisition the services of a Medical Officer nominated by the CDMO of the concerned district in which the Board meets, as a special invitee to assist the Board as and when required;
- (f) The Chairman of the Board may requisition the services of the District Welfare Officer nominated by the Collector of concerned district in which the Selection Board meets, as a special invitee to assist the Board as and when required;
- (g) The Chairman of the Board may requisition the services of Government Officials or private persons or agencies to assist the Board in the Recruitment process;
- (h) This Board shall notify, control, supervise and direct the method & process of recruitment of Driver in Police Motor Transport;
- (i) D.G. & I.G. of Police shall be vested with powers to supervise the functioning of the Board and Zonal Selection Boards and provide guidance to both the Boards from time to time; and
- (j) The Board shall conduct the Recruitment Test at Cuttack or such places as may be decided by the Board.

(B) Zonal Board.-There shall be Zonal Selection Boards shall constitute with following members who will conduct the Recruitment Test as decided and directed by the Selection Board, namely:-

- (a) One officer in the rank of I.G. or D.I.G.P. (to be nominated by the D.G.P)- Chairman;
- (b) One S.P. or Commandant (to be nominated by the D.G.P) –Member;
- (c) One Deputy Commandant (to be nominated by the D.G.P) – Member;
- (d) One Technical Expert above the rank of MVI nominated by the Collector of the concerned District in which Zonal Board meets – Member;

- (e) District Welfare Officer or his representative nominated by the Collector of the concerned District in which Zonal Board meets – Member; and
- (f) Chief District Medical Officer or his representative nominated by the CDMO of the concerned District in which Zonal Board meets - Member.

7. Reservations.- (1)(a) Notwithstanding anything contained in these rules, reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made thereunder or any other law or rule in force at the relevant time;

(b) SEBCs, Sports persons and Ex-servicemen shall be made in accordance with the provisions made under such Acts, Rules, Orders or instructions as issued by the Government, from time to time.

(2) There shall be 10% reservation of notified vacancies in the posts of Driver for Home Guards in each recruitment year. The selected Home Guard candidates will claim the category to which they belong:

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provisions of these Rules.

(3) There shall be 20% reservation of notified vacancies in the posts by Driver for Group-D Employees of Police Establishment in each recruitment year. The selected Group-D candidates will claim the category to which they belong:

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provision of these Rules.

8. Advertisement of vacancies for recruitment and inviting of applications.-

- (1) The vacancies for recruitment to the post of Driver shall be calculated taking in to account the existing vacancies and the anticipated vacancies of a year which shall be limited to the number of Drivers retiring within the calendar year in which the advertisement is published.
- (2) The State Police Headquarters shall collect the number of vacancies for recruitment and their category wise break-up from Superintendent of Police, Police Motor Transport, Cuttack and Commandants of Odisha State Armed Police (Special Security) and communicate the same to the Board;
- (3) The Board shall on receipt of vacancy position advertise and invite applications from eligible candidates for filling up vacancies in the rank of Drivers. The Board shall decide the modalities of inviting applications and other formalities. The Board may use latest technology and preferably adopt e-application or online application. The Board may preferably use an e-recruitment application software for entire process from application to

generation of final merit list. Segregation of Eligible or Ineligible Candidates shall preferably be done electronically;

- (4) Recruitment shall be conducted centrally or at different places (zones) as may be decided by the Board;
- (5) The candidature shall be cancelled, if, in the opinion of the Board the candidate is not found eligible for consideration according to the eligibility criteria prescribed in these rules; and
- (6) For Home Guards, the Heads of office shall certify that the Home Guards have completed three years of enrolment without any interruption and undergone Basic Course of Training. Similarly, in case of Group-“D” employee the Heads of office shall certify that the Group-‘D’ employees have completed five years of service with good service record.

9. Recruitment Process.-

- (1) The recruitment process shall comprise of,–
 - (i) Written Examination;
 - (ii) Driving Test;
 - (iii) Physical Standard Measurement; and
 - (iv) Physical Efficiency Test.
- (2) The Board will decide the time, date and venue of Written Examination or Driving Test or Physical Standards Measurement or Physical Efficiency Test and publicise the same for the information of Candidates.
- (3) CCTV technology may preferably be used to video-graph various stages of recruitment and thereby maintain a back up record and also keep track of activities at various recruitment centres functioning across the state. Till arrangements of CCTV are in place, video recording of Recruitment process may be made.
- (4) Candidates may be issued with Hall ticket or admit card as decided by the Board.

10. Written Examination.-

- (1) The candidates shall be required to appear at a written examination which shall consist of objective type multiple choice questions only. The examination shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or Computer Based Recruitment Examination (CBRE) or any other objective method of assessment prevalent at the relevant point of time as decided by Board;
- (2) Written examination shall consist of multiple choice questions (MCQ). The questions in the written examination shall comprise of (i) Basic GK (ii) Translation of English to Odia and Odia to English (iii) Odia Grammar (iv) Logical Reasoning (v) Basic Arithmetic (vi) Road safety including Road Signs (vii) Basic Knowledge of Vehicle and its maintenance. The standard of the questions shall be such that a student who has passed 10th standard

Examination will be able to answer. There shall be negative marking of 0.25 marks for each wrong answer in written examination;

- (3) The medium of questions in written examination shall be both English and Odia. The questions on Odia language test will be in Odia only;
- (4) Board shall fix the date, time and venues for holding the written test;
- (5) The Candidates not appearing for written test shall be disqualified;
- (6) Selection Board may decide the minimum qualifying marks in the written test;
- (7) The shortlisted candidates only 5 (five) times the number of vacancies as per the advertisement, qualifying in the written test, would be called in order of merit for Driving Test, Physical Standard Measurement, and Physical Efficiency Test. All candidates securing the last cut-off mark of their category will be included in the list even though it may result in selecting slightly more than 5 (five) times of category wise vacancies. Such list shall be prepared in decreasing order of aggregate marks secured by the candidates in the written examination;
- (8) The Board shall inform the List of shortlisted candidates qualified in Written Test for participation in the Driving Test;
- (9) The candidates qualified in the Driving Test will be allowed for appearing Physical Standard Measurement and Physical Efficiency Test; and
- (10) The disqualified candidates will be issued with disqualification slips indicating the reason of disqualification.

11. Driving Test .- (1) The shortlisted candidates qualified in Written Test will appear in LMV Driving Test which is qualifying in nature. The candidates should be proficient in driving and should possess valid LMV or HMV or Trans Driving License issued by the competent authority (excluding learning period) before the date of publication of advertisement for the recruitment.

(2) All candidates qualified in LMV Driving Test and having valid HMV or Trans Driving License and claiming to have proficiency in Driving of Heavy Motor Vehicle (HMV) / Heavy Transport Vehicle (HTV) can appear for the Driving Test of HMV or HTV. All those who qualify in this HMV or HTV Driving Test will be awarded additional 03 marks.

(3) The Board will decide the modalities of conducting of Driving Test and may co-opt experts from the Transport Department. Driving Test will not be conducted without verification of validity of the vehicle Driving License and the date of its issue. Candidate must produce the original Driving License which must tally with the details given by him in the application form.

12. Physical Standard Measurement for all categories: (1) The candidates must have the minimum physical standard of height, weight and chest as follows:

Category	Height	Weight	Chest	
			Unexpanded	Expanded
UR/SEBC	168 Cm	55 Kg	79 Cm	84 Cm
SC/ST	163 Cm	50 Kg	76 Cm	81 Cm

- (2) There shall be minimum 5 cms difference between unexpanded and expanded chest.
- (3) The Height, Weight and Chest shall be measured to determine the eligibility of the candidates.
- (4) If the candidate does not possess minimum prescribed Physical Standards i.e. Height or Weight or Chest, as mentioned above, he will be disqualified and will not be allowed to appear in Physical Efficiency Test.

13. Physical Efficiency Test (PET): Only those candidates who qualified in the Physical Standard Measurement shall be allowed to participate in the Physical Efficiency Test. The Physical Efficiency Test is qualifying in nature. The Physical Efficiency Test shall comprise of the following events:

- (a) **Running :**
 - (i) Candidates who cover in distance of 1.6 Kms run in 7 minutes will be declared as qualified; and
 - (ii) Candidates covering the distance of 1.6 Kms run beyond 7 minutes will be declared as disqualified;
- (b) **Broad Jump :**
 - (i) If 3.66 meters is cleared in 03 (three) attempts will be declared as qualified.
 - (ii) If 3.66 meters is not cleared in 03 (three) attempts will be declared as disqualified.
 - (iii) If a candidate fails to qualify in any of the above events, he shall be disqualified from the recruitment process.

14. Medical Examination.- (a) A Medical Test shall be conducted by a Doctor in the rank of Sub-Divisional Medical Officer or equivalent rank at any stage of recruitment process as scheduled by the Board; and

(b) The following shall be the specifications for Medical examination, namely.-

- (i) Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, in ability to flex the fingers properly and any other obvious deformities.
- (ii) The candidates must have no impediment in speech and hearing.
- (iii) The candidates must have clear eye-sight so as to distinguish colour.

15. National Cadet Corps Certificate.- Two bonus mark will be awarded to the candidates for possessing one or more NCC Certificate like “A” or “B” or “C”.

16. Select List.-

- (1) On completion of the recruitment test, the Board shall draw up a select list of the successful candidates in order of merit, category-wise as the vacancies advertised.

The select list equal to the number of vacancies advertised shall be prepared in decreasing order of total aggregate marks secured by them in written examination, HMV Driving Test and NCC

- (2) The Select list shall be prepared in the format as decided by the Board.
- (3) The persons getting the higher aggregate marks shall be placed higher in the Select list.
- (4) If the aggregate marks obtained by two or more persons are equal, the person older in age shall be placed above the other in the Select List.
- (5) In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List.
- (6) In case the negative marks in the written test is also the same, the Board may decide any other criteria which appears to be just a propoer.
- (7) There shall be no reserve or Waiting list.

17. Appointment.- (1) All the original documents, like those of High School Certificate, Caste Certificate, Sports Identity Card, NCC Certificate, Driving License, Ex- Servicemen etc. in respect of the candidates placed in the Select list, shall be re-verified by the respective appointing authorities before the appointment orders are issued to individual candidates. Character and antecedents of selected candidates may be duly verified. Appointment pending verification of character and antecedents, if made, will be subject to satisfactory verification of character and antecedents.

- (2) The appointment letters shall be issued under the seal and signature of the appointing authority.
- (3) The persons appointed shall be on probation for a period of two years.
- (4) Terms and conditions of service and duties and responsibilities of the Drivers shall be the same as assigned to them in the Police Act, the rules or orders framed under this Act and in the instructions of the Government issued from time to time.

(5) They shall undergo Maintenance Course of Training in order of seniority.

18. Training.- (1) All Drivers on appointment shall undergo a driving and maintenance course of training for a period of 1 month in the Police Motor Transport Training Centre in due course, failing which they are liable for reversion or discharge as the case may be.

(2) The directly recruited Drivers shall undergo basic Constables course of training for a period of 3 months at Police Training College or Police Training School or at any other Police Training Institution in addition to the driving and maintenance course of training, failing which they are liable for discharge from service.

19. *Inter se-seniority.*- The *inter se-seniority* of candidates appointed as Drivers shall be fixed according to their position in the select list.

PART-B

PROMOTION

20. Constitution of Trade Test Board.- There shall be constituted a Trade Test Board to conduct Technical Trade Test of the candidates for promotion to the following posts consisting of the following members, namely:-

(1) Motor Transport Sub-Inspector:

- (i) Addl. D.G.P. or I.G.P., Communication - President
- (ii) S.P., P.M.T. - Member
- (iii) One S.P. or AIG to be nominated by the DGP-Member
- (iv) A Senior M.V.I., Technical of Transport Department Or Engineer of OSRTC – Member
- (v) Principal or Vice-Principal of B.O.S.E or I.T.I. or One Lecturer of any of the Institution- Member

(2) Driver Havildar Major:

- (i) S.P., P.M.T. -President
- (ii) D.S.P., Tech., P.M.T. or Inspector, P.M.T. W/S- Member
- (iii) A Dy. Commandant or Asst. Commandant nominated by DGP- Member
- (iv) A Senior M.V.I., Technical of Transport Department Or Engineer of OSRTC- Member

21. Constitution of Promotional Selection Board.- There shall be constituted a Promotional Selection Board to consider the matter of promotion to different ranks under these rules consisting of the following members, namely:—

(1) For the post of Motor Transport Sub-Inspector:

- (i) One Addl. D.G.P./ I.G.P./ D.I.G.P. nominated by the D.G.P.— President
- (ii) One D.I.G. to be nominated by the D.G.P.— Member
- (iii) S.P., P.M.T. nominated by D.G.P.— Member

(2) For the post of Driver Havildar Major:

- (i) One D.I.G., to be nominated by the D.G.P. —President
- (ii) S.P., P.M.T. —Member
- (iii) One S.P./ Commandant to be nominated by the D.G.P. —Member

(3) For the post of Driver Havildar:

- (i) One D.I.G., to be nominated by the D.G.P. —President
- (ii) One A.I.G. to be nominated by the D.G.P. —Member
- (iii) One S.P. or Commandant to be nominated by the D.G.P. —Member

22. Eligibility Criteria.- (1) The posts of Motor Transport Sub-Inspector shall be filled up by way of promotion from the rank of Driver Havildar Major having 2 (two) years of continuous service as Driver Havildar Major and who must have qualified in the Technical Trade Test;

(2) The posts of Driver Havildar Major shall be filled up by way of promotion from the rank of Driver Havildar having 3 (three) years of continuous service as Driver Havildar and have qualified in the Technical Trade Test;

(3) The posts of Driver Havildar shall be filled up by way of promotion from the rank of Driver subject to the following condition, namely:—

- (a) he must have completed 5 years of service as Driver as on the 1st January of the year in which the Selection Board for promotion is held;
- (b) he must be in possession of a valid heavy motor vehicle driving license or valid Trans license;
- (c) he must have passed the driving and maintenance course of training at P.M.T; and
- (d) he must have qualified in the Practical Test in driving of each kind of vehicle such as car, jeep, medium, heavy vehicle and motor cycle conducted by the Supdt. of Police, Police Motor Transport, Odisha.

(4) Drivers shall have to pass the basic Constable course of training.

23. Procedure for selection by the Promotional Selection Board.- (1) The promotional Selection Board constituted under rule-21 of these rules shall meet at least once in a year preferably in the month of January to prepare a list of employees, as are held by them, suitable for promotion to the next higher grade taking in to account the existing vacancies and the anticipated vacancies of the year.

(2) The Superintendent of Police of respective districts or Head of establishment of that level shall recommend for promotion to different higher posts in the service to their respective Deputy Inspector General of Police or Inspector General of Police, as the case may be, who shall send the same to the Director General and Inspector General of Police for holding the Promotional Selection Board for the purpose.

(3) The Promotional Selection Board while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of:—

- (i) the Odisha Reservation of Vacancies in Post and Services (for Scheduled Casts and Scheduled Tribes) Act, 1975 and the rules made there under;
- (ii) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (iii) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and
- (iv) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

24. Syllabus for Technical Trade Test.- The Syllabus for holding Technical Trade Test shall be as prescribed in Appendix—‘A’.

25. Validity of the Technical Trade Test.- (1) The Trade Test shall be conducted by the Technical Trade Test Board constituted under Rule 20 of these rules, in two parts viz. Theory and Practical. Each part shall carry 100 marks and to qualify in the Trade Test Board one must secure marks not less than 60% in each part. Candidates securing less than 60% marks shall be declared to have failed the Trade Test;

(2) Departmental candidates, who once qualified in the Technical Trade Test but not selected by the Board or could not be promoted due to want of vacancies, shall not be required to appear again in the Technical Trade Test and their cases shall be considered by the subsequent Board treating them to have passed Technical Trade Test. Such passing in the Technical Trade Test shall remain valid for 3 (three) consecutive years only. In case the candidate is not selected by the Board within three years or not promoted due to want of vacancies, he will have to appear again before the Technical Trade Test Board in order to establish that he has not lost his technical skill in the Trade.

(3) The Driver Havildars, Driver Havildar Majors, Motor Transport Sub-Inspectors shall undergo the refresher course of training prescribed for them as and when necessary.

26. Select List for promotion.- (1) The merit list so prepared by the respective Selection Board after being approved by the Director General and Inspector General of Police shall form the select list for appointment to respective post in the service.

(2) The select list prepared for promotion shall remain valid for a period of one year from the date of approval or until it is exhausted, whichever is earlier.

(3) Promotion shall be given in the order in which the names of the persons appear in the promotional select list.

27. Probation and Confirmation.- (1) Every person appointed on promotion to the higher rank shall be on probation for a period of one year from the date of joining the post:

Provided that the Appointing Authority may, if think fit in any case or class of cases extend the period of probation:

Provided further that such period of probation shall not include the period of;

- (a) Extraordinary leave;
- (b) Unauthorized absence; or
- (c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer coming through direct recruitment may for good and sufficient reasons to be recorded in writing, be terminated by the Appointing Authority at any time without previous notice during the period of probation including extension of such period, if any, and in case of the employee who has been appointed by way of promotion shall be deemed to be reverted to his former post.

28. *Inter se-Seniority:* (1) The *inter se*-seniority of the Motor Transport Sub-Inspectors, Driver Havildar Majors, Driver Havildars and Drivers shall be fixed as per the position in the select list.

(2) The *inter se*-seniority among the Drivers selected from the Group-‘D’ post or Home Guards of the Police Establishments shall be fixed as per the position in the selected list.

(3) While fixing the *inter se*-seniority among the departmental candidates and directly recruited Drivers, the departmental candidates shall take precedence over the persons directly recruited in a same recruitment year.

29. *Relaxation.*- Where the Government is of the opinion that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any category of persons of posts.

30. *Interpretation.*- If any question arises relating to the interpretation of the provisions of these rules it shall be referred to the Government whose decision there on shall be final.

By Order of the Governor
DEORANJAN KUMAR SINGH
Additional Chief Secretary to Government.

APPENDIX- 'A'

(See rule 24)

District Driving Cadre**I. Driver**

(A) Theory Test:

- (1) Road Signal
- (2) Lubrication system of vehicle
- (3) Cooling system of vehicle
- (4) Main vital parts, spares, component of vehicles

(B) Practical Test:

- (1) Driving of light vehicles by marching, reverse, gear change, controlling of clutch, accelerator and brake.
- (2) Road Signal.

II. Driver Havildar

(A) Theory Test:

- (1) Maintenance of different kinds of vehicles.
- (2) Tyre rotation and its pressure (4 wheels & 6 wheels)
- (3) Application of lubricants in vehicles and different components.
- (4) Rectification of minor defects in road (fuel line and electrical line).
- (5) Adjustment and bleeding of brakes.
- (6) Maintenance of Motor Cycles.
- (7) Knowledge regarding use of tyres in Police vehicles.

(B) Practical Test:

- (1) Driving of heavy vehicles, Motors Cycles, and Cars etc.
- (2) Knowledge of the road signa
- (3) Identification of lubricants
- (4) Knowledge regarding spare parts

III. Driver Havildar Major

(A) Theory Test:

- (1) Functions of different parts of vehicles.
- (2) Prevention of maintenance of vehicles or tyres.
- (3) Type of lubricant to be used in vehicles.
- (4) Different type of brake system and prevention of air lock.
- (5) Fixing of timing in petrol vehicles.
- (6) Knowledge of ignition system and transmission.

- (7) Knowledge in gear and operation system.
- (8) Maintenance of different kinds of vehicles.

(B) Practical Test:

- (1) To fix timing checking other defects in the engine.
- (2) Starting and tuning of the engine.
- (3) To assess knowledge in the spare parts, tools and equipment.

IV. Motor Transport Sub-Inspector

(A) Theory Test:

- (1) Knowledge regarding engine and transmission system.
- (2) Maintenance of different kind of vehicles.
- (3) Lubrication of vehicle.
- (4) Repair of break system.
- (5) Repair of ignition charging and light system.
- (6) Knowledge regarding different parts of vehicle and its functioning.
- (7) How to maintain records of MT section.
- (8) How to storage the POL.

(B) Practical Test:

- (1) Fixation of timing in petrol or diesel vehicles
- (2) Starting/ testing of vehicles on road
- (3) Rectification of defects of carburetor, distributor, fuel pump and master cylinder.
- (4) Testing of Battery.
- (5) Identification of special tools and equipment.